

Lopez Island Library Board of Trustees  
Regular Meeting  
February 24, 2016

Approved as amended on March 17, 2016

**Regular Board Meeting Call to Order:**

Acting Chair Bob Buchholz called the regular February 24, 2016 meeting of the Lopez Library Board of Trustees to order at 12:07 PM.

**Members Present:** Trustees Anne Auckland, Marilyn Berger, Bob Buchholz, Rob Thesman, and Ilene Unruh.

**FOL:** Taya Higgins was present representing the Friends of Lopez Island Library.

**Guests:** Claudia Rempel, new staff member and board scribe, introduced herself to the board.

**Staff:** Director Lou Pray and Claudia Rempel were also present.

**Errata:** An error in the January 28, 2016 expenditures was corrected (amount reported=\$66,986.69, actual amount should have been \$61,276.77). Chair Bob Buchholz called for a motion.

**MSP** Rob Thesman moved and Marilyn Berger seconded a motion to approve the revised expenditures as presented. Motion passed.

**Agenda Approval:** The agenda was presented for approval. There were no changes. Chair Bob Buchholz called for a motion.

**MSP** Rob Thesman moved and Ilene Unruh seconded a motion to approve the agenda as presented. Motion passed.

**Approval of January 28, 2016 Board Minutes:** Minutes were sent out prior to the meeting and corrections and suggestions were emailed in response. An amended draft of the minutes was submitted for approval. Unruh asked if future BOT minutes be completed and circulated by the following week. This would help in editing drafts promptly. Board members and staff were in agreement.

**MSP** Rob Thesman moved and Anne Auckland seconded the motion to approve the January 28, 2016 meeting minutes as amended. Motion passed.

**Friends of the Library Report:** Taya Higgins reported that the Friends of the Library Annual Meeting will be held on April 23, 2016. The meeting will feature a lecture from guest speaker, Ginny Gilder, local author of *Course Correction: a story of rowing and resilience in the wake of Title IX*. Jen Krajack, library staff, presented to the Friends Board about the programs the Friends helped fund for 2015. She also included in her report, upcoming programs for 2016. Humanities of Washington will present on Humor, Film, & Philosophy. Taya also reported on the new shelves installed across hall from the women's restroom. (The process of payment is still being talked about). Also, the Friends Board is looking for new merchandise ideas in the form of travel mugs.

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**Librarian's Report:** Lou submitted her librarian's report with the following highlights:

- The 13<sup>th</sup> Month report from the county has not been issued and the office is still waiting.
- The Library has spent 9% of its annual budget and earned .34% of budgeted revenue.
- The Library will receive \$7,500.00 from the Friends of the Library Board in mid-March towards expenses.
- Current operating funds are at \$41,853. March expenses will need to be tightly controlled to remain within this level. January's expenses of approximately \$61,000 were high due to an extraordinary one-time payment.
- January 2016 was a slow month in the library; a 7% decrease in visits and circulation from January of 2015.
- A total of 355 items were added to the library's collection for January. The largest amount of the budget was spent on adult fiction.
- Apollo's new features include reports on the total collection by item/category and a break down by percentage of the amount checked out at one time.
- Due to a tight budget until new revenue from the county is received (April 2016), Director Lou Pray is being careful to add only items to the collection that have been donated or already purchased.

### **Old Business**

**Recourse follow-up:** Bob Buchholz updated the board on the outcome of Ms. Kathy Holliday's claim. No signed release was received. A letter asking for an extension was received a day before the deadline but the extension was not granted. No further action on the part of the board or director is necessary.

**Strategic Planning:** Lou Pray presented the template for a one-page strategic plan for 2016-2020 that she and Jen had mocked up based on current needs. Marilyn Berger asked about plans for fundraising efforts by the library. At present the Friends of the Library use twice a year book sales, assorted merchandize and an annual letter writing campaign based on donors who donated in the past. Lou mentioned that the endowment fund be promoted more heavily since it is rarely used. She also suggested the board look at investment strategies for fundraising. Board members suggested stocking the local businesses with brochures promoting the library and information about donating.

The Friends Board will also look at staffing a booth at the Lopez Island Farmer's market (May-September) where merchandise can be sold and library materials/services could be promoted. Taya Higgins, Friends president will discuss this at the Friends Board meeting on March 17<sup>th</sup>.

**Survey Results:** Ilene Unruh reported that we have received 22 responses to the workplace survey thus far. Volunteers and staff have until the end of February to complete their surveys. Lou Pray is also drafting a survey for input from patrons on our long range plan and will email board members the link.

92 **Appreciation Brunch for Friends and Staff:** Ilene Unruh updated the group on the planning  
93 progress of the appreciation brunch. The date has been changed to May 19<sup>th</sup> because the  
94 Friends have such a busy April schedule. Sarah Eppenbach and Tina Katzenberger, former  
95 BOT members will be available to help. Invitations will be sent out in April and Ilene will contact  
96 BOT members about signing up to contribute food, drink, décor and set-up/clean-up.  
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98 **New Business:** Lou will be attending the Washington Library Association & Conference in  
99 Spokane. There are spots budgeted for any Board of Trustees members interested in  
100 attending. The Conference will be held in Spokane in April 25-26, 2016.  
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104 **Approval of Bills**

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106 **February 24, 2016 Expenditures**

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108	2/1/2016	Bill Voucher - Fund 6331	1,206.28
109	2/4/2016	Bill Voucher - Fund 6331	3,012.17
110	2/10/2016	Bill Voucher - Fund 6331	4,125.18

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112		<b>Total Bills</b>	<b>8,343.63</b>
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114	2/1/2016	Healthcare – February 2106	3,573.40
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116		<b>Total Health Care</b>	<b>3,573.40</b>
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118	2/1/2016	Payroll – February 2016	<b>31,548.32</b>
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120		<b>Total Expenditures</b>	<b>43,465.35</b>
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122 Acting Chair Bob Buchholz called for a motion to approve all vouchers.

123 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to approve  
124 all bills totaling \$43,465.35. Motion passed.  
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126 **Surplus:** 63 items were withdrawn for book sale valued less than \$500.00 along with  
127 basement cleanout surplus, including:

128 Microfilm Reader, Xerox University Microfilms Model 1212, 12v DC

129 Microfilm Reader, Northwest Model 14, Serial #D131D

130 Overhead Projector 3M #4410

131 Scale for weighing mail, 50 lb, 1991 postage rates

132 Phones, various old models.  
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135 **Next Meeting: Regular Library Board of Trustees Meeting – March 17, 2016.**

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137 **Adjournment:** With no other business on the agenda, Acting Chair Bob Buchholz called for a  
138 motion to adjourn.

139 **MSP** A motion was made by Rob Thesman and seconded by Marilyn Berger to adjourn  
140 the meeting. Motion carried unanimously.

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142 The meeting adjourned at 1:23 pm.

143 Respectfully submitted: \_\_\_\_\_  
144 Board Secretary

145 Approved: \_\_\_\_\_  
146 Board Chair